

Eldorado Memorial Public Library District

Minutes of the Board of Trustees' Meeting

December 12, 2024

Present: Trustees – Jeff Campbell, Kacy Lapington, Hailey Parker, Kara Lloyd and Library Director Keith Robinson

Absent Trustees – Lora Mathews and Mike Vessel

President Jeff Campbell called the meeting to order at 5:32 pm. Public Citizenry: Audra Poore.

The minutes were approved as presented. Hailey Parker made the motion and Kacy Lapington seconded it.

A bill for \$8,892 from Lazorware had been submitted. It was discussed that this bill was from the technology grant. Keith Robinson was going to check to see if we need to ask for reimbursement or if the grant was given in a lump sum.

A concern on whether Hoopla is prepaid or billed after the items have been borrowed came up. Keith Robinson was wondering how many Hoopla borrows our library can have. It was decided to look into this issue further.

The Treasurer's Report was presented. Hailey Parker motioned to pay the bills and Kacy Lapington seconded it. Jeff Campbell and Kara Lloyd approved it.

Librarian's Report – There were eight programs in the month of November. The program "Books with Mrs. Barr" is continuing to bring in large numbers of children and parents. Book Bingo has also been popular with patrons. There were a variety of awareness displays last month. Harlow O'Neill and Mason Pietsch are active in setting these displays up around the library.

Keith Robinson stated that he and Corinna Gilley have been working on the personnel policy. At the next board meeting, we will look at job descriptions and certifications that library clerks will be given the opportunity for participation.

During the month of November, 1,434 books and media were checked out. 402 items were loaned out to other libraries and our library received 463 items from other libraries. 750 Wi-Fi connections were made. The receipt from Saline County was \$213,576.13.

Smart Recovery, a sober support group, has been meeting here on Monday afternoons.

Keith Robinson said that they plan to clean up the foyer area in the coming months. He would like for that area to be more inviting and informational for patrons. The giving tree is up and donations have been coming in for December. Keith Robinson is also working on getting staff emails set up.

Hailey Parker voted to make Keith Robinson the named contact on IMRF. Kacy Lapington seconded it and Jeff Campbell and Kara Lloyd approved it.

Unfinished business addressed the question of where are we with Alyssa Henson's employment? It was discussed that during the month of December there would be opportunity to have Ms. Henson come in as a temporary fill-in for employees off for the holiday. It was also asked if Corina Gilley had had a chance to choose the enhanced cleaning supplies.

Keith Robinson asked if there were any other statistics the board would like to see in the librarian's report.

Annual Tax Levy – The levy did not increase at 5%. Kacy Lapington motioned to pass the Annual Tax Levy Ordinance #176 and Kara Lloyd seconded it. Jeff Campbell and Hailey Parker approved it in a roll call vote.

Hailey Parker was concerned about what might happen if we didn't use all the money from the taxes.

Barcode Duplicator for the Share System -- There are 3 distribution hubs that transport totes of books. Share is moving to automated sorting. Every item has to have a barcode on the outside of the item. Keith says that each item that is going out has to have the new barcode. He distributed a handout that shows how much the barcode duplicator would cost. The items that need to be bought are the machine and twelve rolls of barcode labels and ribbon. Kacy Lapington made the motion to approve the barcode duplicator and Hailey Parker seconded it. Jeff Campbell and Kara Lloyd approved this purchase.

Pay Raises – The board discussed how many hours the library clerks work respectively. Minimum wage is going up in Illinois in January 2025. This will cause a raise in pay for library employees. Kacy Lapington asked Keith Robinson to speak to the pay scale of the library he had worked at previously.

Hailey Parker wondered if Corina Gilley would consider being paid a salary instead of an hourly rate. Hailey Parker is running numbers on all salaries and ensuring that we will be within budget. Each raise will start in January. Keith Robinson commented that all employees have been willing to help out. In his first few weeks, he has been satisfied with the staff at the library. The budgeted amount for salary is \$180,000.

Keith Robinson explained different career track incentives for employees. Hailey Parker asked again about the paid lunch situation for employees. It was decided that policy for breaks and lunches need to be included in the personnel policy. Employees will get an unpaid lunch when working 7 ½ hours. Kacy Lapington made a motion to approve the employee raises and Hailey Parker seconded it. Jeff Campbell and Kara Lloyd approved the employee raises.

Holiday Bonuses -- Kacy Lapington asked Keith Robinson for his input on holiday bonuses. Kacy Lapington proposed the bonus amounts for each employee. Board members expressed their gratitude to library employees during the past several months of transition. Jeff Campbell motioned to approve the bonuses and Kacy Lapington seconded it. Hailey Parker and Kara Lloyd approved holiday bonuses for employees.

Library Board Meetings – meetings on the second Thursday of the month at 5:30 p.m. work for most board members. Kacy Lapington motioned to keep the meeting dates and times the same and Hailey Parker seconded it. Jeff Campbell and Kara Lloyd approved the dates.

Jeff Campbell accepted the resignation of Audra Poore from the Eldorado Memorial Library Board.

Hailey Parker asked Keith Robinson if he was on the bank account yet, and he stated that he was not. Adding him to the bank account will be a priority in the coming month.

The meeting was adjourned at 7:08 pm. The next meeting will be held on January 9, 2025 at 5:30 p.m.

Submitted by Kara Lloyd, Board Secretary.